

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

2504

## Civic Coliseum Assistant General Manager

3/16/2016

(Entry-Level and Promotional)

Non-Civil Service Position

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$ 52,148 annually

**PAY GRADE RANGE:** \$ 52,148 - \$ 82,233 annually (Pay Grade 10)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by the **DEADLINE** of 4:30 p.m. on: **Thursday, March 31, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbradburn@knoxvilletn.gov](mailto:mbradburn@knoxvilletn.gov) before the posting deadline.

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**JOB DESCRIPTION:** Under direction of the Civic Coliseum General Manager, responsible for assisting in the management of the overall development and operations of the Civic Coliseum/Auditorium.

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### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Bachelor's degree from a CHEA accredited college or university with a major in Business Administration, Public Administration, Sports Management, Recreation, or a related field.
- Two years of progressively more responsible experience in a related work setting.

Note: **Position is to be considered temporary in nature. There is a possibility that this position will be under a third party operator after July 1, 2016.**

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

## POSITION DESCRIPTION

### City of Knoxville

<b>Class Title:</b> Civic Coliseum Assistant General Manager	<b>Working Title:</b> same	<b>PCN:</b> TBD
	<b>Incumbent:</b> vacant	<b>Created:</b> 3/11/2016

### GENERAL DESCRIPTION

Under direction of the Civic Coliseum General Manager, responsible for assisting in the management of the overall development and operations of the Civic Coliseum/Auditorium.

### ESSENTIAL FUNCTIONS

Assists General Manager in all aspects of facility management, including event booking and annual budget preparation and implementation.  
Works with booking agents to solicit new promoters.  
Negotiates, books, contracts, and develops cost estimates for events.  
Works with Box Office to set-up event ticket sales.  
Maintains Coliseum's website and booking calendar.  
Represents Coliseum at meeting and conventions.  
Assists in supervising staff and personnel working Coliseum events.  
Directs day-to-day operations in absence of General Manager.  
Performs related work as required.

### MARGINAL FUNCTIONS

None indicated.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of overall public assembly facilities operations and services.  
Knowledge of the principles and practices of effective supervision.  
Working knowledge of all areas of Auditorium-Coliseum management (including trends and histories of specific events).  
Knowledge of Microsoft Windows, Word, and Excel.  
Knowledge of all forms of communication equipment.  
Ability to plan and schedule in a systematic matter.  
Ability to work nights, weekends, and holidays.  
Ability to work in a fast-paced environment.  
Ability to establish and maintain effective working relations.  
Ability to communicate effectively both orally and in writing.

### PHYSICAL REQUIREMENTS

May exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently in order to lift/carry, push/pull or otherwise move objects.

### MENTAL REQUIREMENTS

Requires the use the *principles* of logic and/or scientific thinking to solve a wide range of intellectual and practical problems (e.g. research chemist, department manager (multi-function department), chief executive officer).

**MINIMUM REQUIREMENTS**

Bachelor's degree from a CHEA accredited college or university with a major in Business Administration, Public Administration, Sports Management, Recreation, or a related field.  
Two years of progressively more responsible experience in a related work setting.

**PREFERRED QUALIFICATIONS**

None indicated.